

Accounting Technician

\$30,685 / year or higher DOQ + [Full-Time County Benefits](#)

James City County Treasurer's Office seeks an individual to perform responsible work assisting taxpayers, maintaining and processing bills, payments, ledgers, and tax information.

Responsibilities: Post daily activity to ledgers for county and fiscal agencies' funds, balancing each daily, monthly and/or annually. Process all types of payments received including those received in person, by mail, via the web or electronic fund transfer (EFT). Process corrections to personal property, real estate or business taxes, coding as needed for re-billing, refunding or posting to outstanding receivables. Manage data as needed for state or locally mandated ordinances at or above ordinance requirements. Ensure timely and accurate billing of Business and Professional Licenses as assessed by the Commissioner of the Revenue's Office staff. Assist taxpayers in person, by telephone and by internet will all manner of tax inquiries; correspond with taxpayers in a timely manner; serve as liaison between taxpayers and other departments when needed to ensure positive experiences for taxpayers whenever possible.

Requirements: Any combination of education and experience equivalent to an Associate's degree in accounting or related field; some accounting experience using complex financial systems; some experience with local government in either taxation or accounting preferred. Knowledge of the principles, methods, and practices of accounting, ledger recording, balancing and financial reporting; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction. Skill in the use of computer software, especially Microsoft Office Suite. Ability to maintain complex records; assemble and organize data; prepare reports from such records; and learn new software as needed.

Accepting applications until 11:59 pm EST on 09/08/2017. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at

<https://jobs.jamescitycountyva.gov>

Instructor II (Personal Trainer)

\$18.00 / Hour or higher DOQ + Part-Time Temporary positions available (up to 28 hours / week)

James City County Parks and Recreation seeks an individual to perform responsible work planning, executing and/or instructing personal training sessions for individuals of a variety of ages and abilities.

Responsibilities: Plan, implement, and conduct specific personal training activities appropriate to the participants' ages; write class description and lesson plan of program content; formulate and submit supply sheets and instructional handouts to participants. Prepare site for activity and ensure proper clean-up at end of each class; maintain rapport with site staff. Ensure participant records are up-to-date and submitted at the conclusion of class; ensure participant evaluations are handed out at the end of class; ensure class goals are met. Oversee proper use of facility, equipment, and supplies; establish and enforce class rules and policies for participants. Ensure participant safety; administer first aid when necessary; report all accidents, incidents, and concerns to the supervisor.

Requirements: Any combination of education and experience equivalent to a high school diploma supplemented by college course work in related field; and considerable experience instructing skills necessary for personal training and working with different ages and abilities, preferably in recreation/educational setting. Must possess or be able to obtain within six (6) months of hire, First Aid and Cardiopulmonary Resuscitation (CPR) certifications from the American Red Cross. Requires certification in personal training from the American Red Cross, the American College of Sports Medicine (ACSM), the American Council of Exercise (ACE), the Aerobics and Fitness Association of America (AFAA), the United States Water Fitness Association (USWFA), American Canoe Association (ACA), National Archery Association (NAA), or acceptable certifying organization. Considerable knowledge of specialized subject matter of class/program; instructional procedures and practices; knowledge of participant performance level. Skill in leadership (group and individual); teaching techniques, organizing time, and assessing participants' interests and capabilities. Ability to establish effective working relationships with both staff and participants; plan and direct a quality recreational program; oversee work of others; generate interest of participants in class/program; break down subject matter to teach assigned skill groups; communicate effectively both orally and in writing.

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Fitness Attendant

\$11.87 / Hour; Part-Time Temporary Positions Available (up to 28 hours / week)

James City County Parks and Recreation seeks an individual to perform responsible service maintenance work assisting patrons and overseeing daily operations of fitness center; ensure safety and sanitation standards, perform orientations, and conduct minor equipment repairs as needed.

Responsibilities: Ensures Center rules, safety standards, and sanitation requirements are followed. Instructs patrons in the proper use of the Nautilus, Cybex, and cardiovascular equipment; preforms and schedules patron orientations. Performs routine daily maintenance tasks as needed such as cleaning equipment and minor repairs. Aids patrons in daily operation of equipment and answers questions concerning operation of equipment.

Requirements: Any combination of education and experience equivalent to a high school diploma; some experience which shall have involved assisting the public, and operation of fitness equipment. Must possess, or be able to obtain within six months of hire, certification in First Aid and Cardio Pulmonary Resuscitation (CPR). Must successfully complete Cybex and Nautilus training within three months of hire date. Knowledge of principles and processes for providing customer service, fitness systems and proper techniques. Ability to communicate effectively; enforce operating policies and procedures in an effective and courteous manner; repair fitness equipment.

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Instructor I/II/III (Outdoor & Sports)

\$11.87 - \$30.00 / hour DOQ; part-time, temporary positions available (up to 28 hours / week)

James City County Parks and Recreation seeks high-energy individuals to plan, execute, and instruct education classes/camps for youth and adults on an as-needed basis at James City County parks. Class opportunities include Preschool/Youth Sports Basketball, Baseball, Soccer, Environmental Education, Archery (certification required), and Canoe, Kayak and/or Stand Up Paddleboard (certification required).

Requirements: High School diploma or, equivalent; supplemented by other course work in related field, experience/education/certification in areas related to class/program or, any equivalent combination of acceptable education and experience. Requires a Virginia criminal history check, sex offender record check and drug test. May require certifications depending on type of class/camp.

[Click here](#) for Instructor I job description. [Click here](#) for Instructor II job description. [Click here](#) for Instructor III job description.

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Administrative Assistant

\$15,924 / year + [Partial County Benefits](#); Part-Time Other position (24 hours / week)

Colonial Community Corrections seeks an individual to perform responsible administrative work for Colonial Community Corrections including drafting and editing various reports and documents, providing customer service, and assisting with daily operations.

Responsibilities: Project professional image through communication by telephone or in person; diplomatically greet visitors; answer a variety of questions from staff and clients; ascertain nature of inquiry and provide information on policies and procedures, programs or services provided and refer more difficult inquiries to appropriate person(s). Prepare new client case files; organize legal and other documents; prepare labels. Maintain moderately complex chronological and alphabetized filing systems. Control, store, and purge documents in accordance with applicable laws and regulations as established by Records Management and the Library of Virginia. Bundle mail as necessary and carries to mailbox, sort and distribute incoming mail; and complete fax transmittals.

Requirements: Any combination of education and experience equivalent to a high school diploma, including or supplemented by course work in secretarial science; and some general clerical experience; experience with computer hardware and software desirable. Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria. Must possess or be able to obtain within six (6) months of employment Virginia Criminal Information Network certification (VCIN). Considerable knowledge of data entry, computer operations, and automated recordkeeping; thorough knowledge of standard office practices and procedures; Colonial Community Correction's operations and organization. Skill in use of computer software, especially Microsoft Office Suite; making accurate mathematical computations; logically organizing information. Ability to follow verbal and written instructions; communicate effectively; prepare moderately complex reports; maintain and secure confidential materials; type accurately and rapidly; and establish and maintain effective working relationships with employees and the public.

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Deputy Sheriff I/II

\$32,994 / year or higher DOQ + [Full-Time County Benefits](#)

Williamsburg-James City County Sheriff's Office seeks an individual to perform a variety of duties in support of the legal and judicial functions of the Sheriff's Office and the activities of the local courts.

Responsibilities: Observe, check, monitor, and control the movement of all individuals entering the courthouse to ensure the security and safety of all court personnel, judges, clerks, attorneys, witnesses, plaintiffs, defendants, and public. Maintain security and order in courtrooms overseeing courtroom case load and trial proceedings. Serve all civil processes issued by the courts, other judicial offices, attorneys in Virginia, and those received from out of state in keeping with Virginia law and Williamsburg-James City County Sheriff's Office policies.

Requirements: Any combination of education and experience equivalent to high school diploma; some college coursework preferred. Must possess or be able to obtain valid Virginia driver's license within 30 days of employment and possess an acceptable driving record based on James City County criteria. Must not have been convicted of or pleaded guilty to or no contest to a felony or an offense that would be a felony if committed in Virginia or certain crimes involving moral turpitude or others that cannot be explained to the satisfaction of the Office. Knowledge of modern methods and practices of court operations, civil service process, applicable federal, state and local laws and ordinances.

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